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AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
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EEO POLICY STATEMENT

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Region 6 is fully committed to equal employment opportunity and the implementation of a strong affirmative employment program without regard to race, sex, age, religion, color, sexual orientation, national origin, mental and physical disability, or reprisal. It is the policy of the Region to provide equal opportunity in employment for all persons in its work force or being recruited for its work force and to prohibit discrimination in all aspects of its personnel policies, program practices and operations and in all working conditions and relationships with employees and applicants for employment. I strongly promote the full realization of equal opportunity in employment through continuing programs of affirmative employment at every management level within the Region. The Region subscribes to and implements to the fullest, the requirements of Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11478, as amended; Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1962, as amended, and the Rehabilitation Act of 1973, as amended.

The multi-year Affirmative Employment Plan will assist the Department in fulfilling its mission by having all of its employees contribute to our objectives. We are developing a strong chain of communication and coordination among all levels of management in the Department to reach and achieve the objectives of our AEP. To this end, Agency managers and supervisors are expected to take an active, ongoing part in promoting and implementing the plan.

As evidence of my commitment to affirmative employment, I have made equal employment opportunity a critical element in our managerial performance appraisal system which requires each manager and supervisor to dedicate themselves to the policy of meeting delegated responsibility in a manner that yields results. If all levels of supervision undertake the leadership and zeal as other organizational responsibilities, the result should be a system of equal opportunity as required by law.

I expect full support from each manager and supervisor in meeting the objectives of this program. Periodic evaluations will be made to measure program accomplishments and where imbalances or lack of progress are evident, necessary measures will be taken to remedy the problem.

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SIGNATURE OF AGENCY HEAD

DATE

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Ralph O. Morgenweck  
Regional Director, Region 6

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DELEGATION OF AUTHORITY  
*(EXPLANATION OF RESPONSIBILITIES OF EEO PROGRAM OFFICIALS)*

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The Regional Director has ultimate responsibility for all equal employment opportunity programs within the Region and is responsible for:

- a. ensuring compliance with affirmative employment program instructions issued by the Equal Employment Opportunity (EEOC);
- b. Establishing Region-wide objectives, consolidating, and submitting Region-wide multi-year affirmative employment program plans, providing current guidance for the development of program plans to all field stations, developing systems for evaluation of program effectiveness, and preparing accomplishment reports and plan updates for timely submission to the EEOC; and
- c. ensuring that each supervisor's performance plan and EEO achievements are reflected by a separate factor in the performance evaluation of all managers and supervisors.

The Human Resources Officer has direct responsibility for the program areas of Recruitment and hiring, Employee Development Programs, and Promotion. The Officer provides guidance to the Regional Director, Chief DCR, managers and supervisors in these program areas and assists in identification and development of strategies to remove any barriers to employment of minorities and women in the Region.

Each Assistant Regional Director (ARD) and all managers and supervisors are expected to provide EEO leadership and direction within their organizational through the establishment of personnel policies and procedures in compliance with the Region's objectives in the equal employment opportunity area. The accomplishment of stated EEO objectives will be evaluated along with other program objectives during the performance, planning and review evaluation process.

The Chief Diversity & Civil Rights (DCR) is responsible for the following:

- a. directing development of the Region's multi-year affirmative employment plan, annual accomplishment reports, and affirmative employment program guidance, policies, standards, and procedures;
- b. coordinating approval of submissions to the Washington Office and EEOC;
- c. communicating with managers and supervisors concerning the implementation of policies affecting equal employment opportunity and affirmative employment for minorities and women;
- d. ensuring adherence to equal employment opportunity and affirmative employment program reporting instructions pursuant to current EEOC directives and internal Service guidance;

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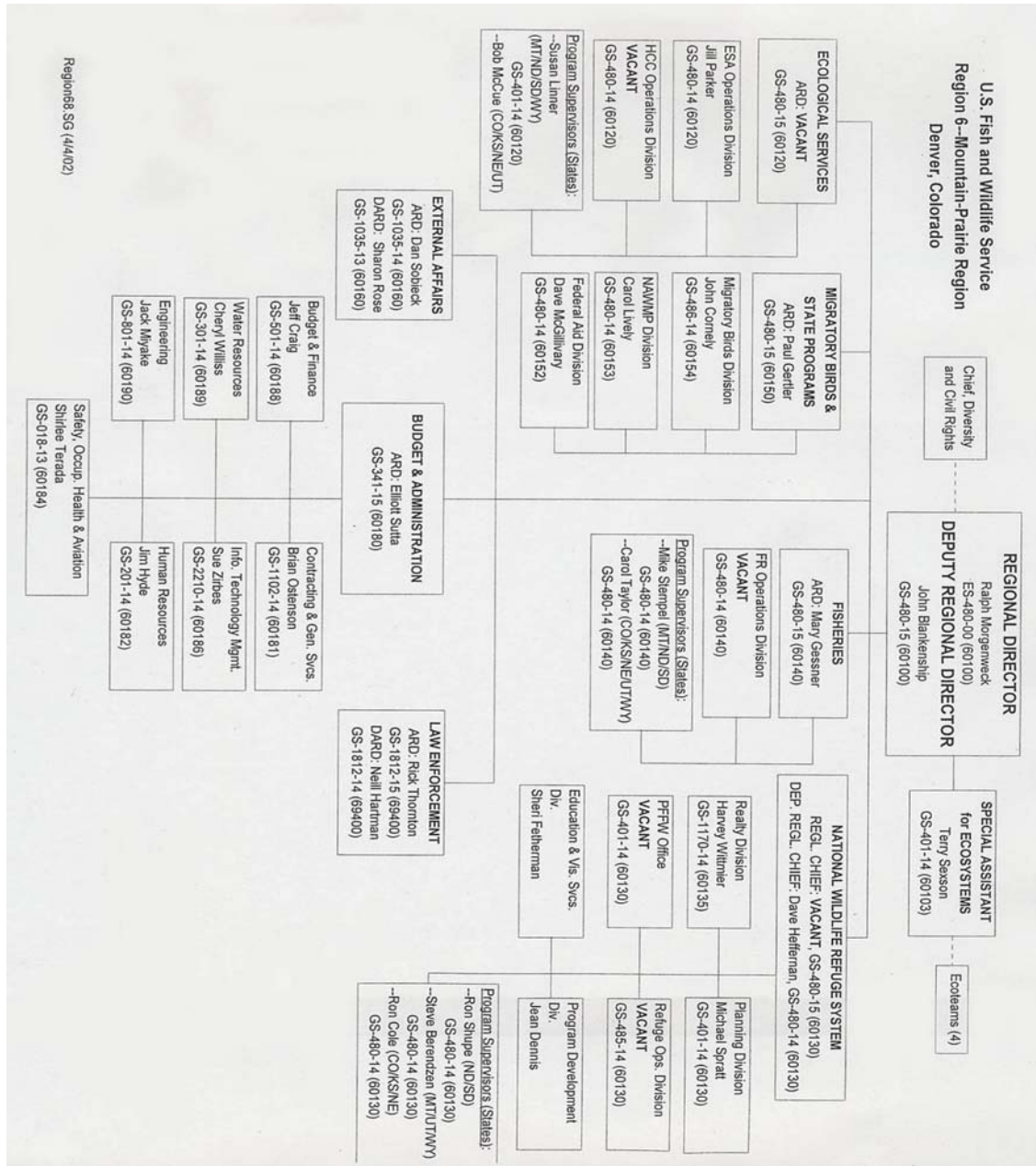
- e. ensuring continuous monitoring and evaluation of equal employment opportunity and affirmative employment programs throughout the Region to assure implementation of program objectives;
- f. reporting to the Regional Director on the status of equal employment opportunity and affirmative employment programs;
- g. ensuring that all persons with equal employment opportunity and affirmative employment program responsibilities are knowledgeable and adequately trained and that executives, managers, and supervisors are aware of the rights of all employees, Service equal employment opportunity policy, and relevant Service guidance;
- h. processing EEO discrimination pre-complaints and advising the Regional Director of significant developments;
- i. publicizing equal employment opportunity and affirmative employment program policy, including names of Department Director of EEO, Chief, Diversity & Civil Rights, and EEO Counselors to all Regional employees and applicants for employment;
- j. notifying all managers and supervisors in the Region of the responsibilities and objectives of the EEO Counselor and the importance of cooperating with him/her as they attempt informal resolution of EEO pre-complaints by employees and applicants for employment;
- k. providing guidance, assisting, and reviewing the activities of EEO counselors; and
- l. ensuring that equal employment opportunity objectives are designed to remedy identified problem areas.

The EEO staff is responsible for:

- a. assisting and advising management and administrative personnel on all matters relating to EEO;
- b. monitoring the affirmative employment program and advising the appropriate officials; and
- c. representing the various Special Emphasis Programs and advising the appropriate officials of the adequacy of the program in supporting the Region's commitment to EEO principles.
- d. The EEO Counselors are responsible for counseling, in accordance with 29 CFR 1614, any employee or applicant for employment who believes that he/she has been discriminated against because of race, color, religion, sex, national origin, physical or mental disability, age, reprisal, and sexual orientation (per Bureau policy).

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ORGANIZATIONAL CHART  
INCLUDE A LIST OF COMMANDS, MAJOR OPERATING COMPONENTS, REGIONAL OFFICES,  
AND INSTALLATIONS



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CERTIFICATION OF QUALIFICATIONS OF EEO OFFICIALS

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I certify that the qualifications of all staff officials responsible for the administration of the EEO program have been reviewed by competent authority and incumbents of these positions meet standards outlined in Qualifications Standards Handbook. Evidence that the review has been made and its finding are on file and available for review by EEOC officials or other authorized officials.

\_\_\_\_\_  
James R. Hyde  
Human Resources Officer

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DATE

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PLAN FOR THE PREVENTION OF HARASSMENT

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Sexual harassment is a form of sex discrimination and is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that results in discrimination and/or a hostile work environment. Whether behavior constitutes sexual harassment depends not only on the intent behind the behavior, but also on the impacts of those affected. It is Region 6's policy that discrimination of any type and sexual harassment in any form will not be tolerated.

Sexual harassment as well as claims of harassment based on race, color, national origin, sex, religion, disability, genetic information, age, reprisal, or sexual orientation, may be processed under the Department's Expedited Process. Harassment means any conduct by a manager, co-worker, or other Federal employee that interferes with an employee's ability to do his or her job and is based on discrimination listed above. The Department's Expedited Process involves the highest appropriate management official at the site where the incident arose and the Chief, Diversity and Civil Rights. The expedited inquiry into the facts of the incident is conducted by the Chief, Diversity and Civil Rights or other appropriate official and should be accomplished within 10 days of the contact with the EEO Official.

I expect managers and supervisors to respond to complaints swiftly and appropriately, as they will be held accountable for taking steps to eliminate such behavior and to ensure that the work environment is one where employees are treated fairly, respectfully and with human dignity. It is everyone's responsibility to perform official duties in a manner that maintains and fosters a non hostile work environment in the work place, while on official travel, and at sanctioned social functions. Discrimination has no place in the service and I expect all employees to abide by this policy.

EEO Posters including the DCR Staff, Counselors, pre-complaint timeliness, and contact numbers are placed on official bulletin throughout the Region. Included on the posters are the number and e-mail address for the DOI Sexual Harassment Hotline.

All supervisors and managers in the Region are required to document at least four hours of EEO training including sexual harassment. The DCR office staff created a four hour block of training for supervisor, managers, and employees. The training includes a block on sexual harassment. In addition, the DCR office provides video training for supervisor and managers to meet their four hour annual requirement.

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STATEMENT OF ADEQUATE MONITORING/EVALUATION SYSTEM

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Monitoring and evaluation of the Region's AEP for Minorities and Women is a coordinated and ongoing process.

Within the first quarter of each fiscal year, an internal evaluation will be conducted by the Region covering accomplishments made during the previous fiscal year in equal employment opportunity and affirmative employment. In addition to covering the topics and data required for reporting annually to the Equal Employment Opportunity Commission, as set forth in the Management Directive, the review system will take into account the following:

- a. An automated information system will be utilized to provide data, on not less than an annual (fiscal year) basis, showing representation of each EEO group in each PATCOB category as of the end of the review period.
- b. The evaluation report will summarize in narrative form the trends reflected in the data, apparent reasons for gains or losses, and recommendations for addressing lingering problems of manifest imbalance.
- c. An assessment will be made of the extent to which identified barriers to representative employment are relevant and within control of the agency. The effectiveness of innovative staffing techniques and revisions to agency selection procedures, as they relate to such barriers, will also be addressed.
- d. An assessment will be made of the effectiveness of joint planning for affirmative employment on the part of personnel office staff, budget staff, and other management staff.



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PROGRAM ANALYSIS

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ELEMENT 1 - ORGANIZATION AND RESOURCES

Region 6's Equal Opportunity Program is a major function within the Region's management structure. The Office of Diversity & Civil Rights is located at the Regional building, and provides centralized leadership, coordination, monitoring, and evaluation of Region-wide EEO activities.

The Chief Diversity & Civil Rights, serves as the principle advisor and Regional representative for all matters pertaining to DCR. As such has direct access to the Regional Director, Deputy Regional Director, and senior-level management.

The Office of Diversity & Civil Rights staff coordinates and develops the Region's Affirmative Employment Plan. The staff also provides guidance to field offices in all areas of affirmative employment.

Special Emphasis Program functions fall within the purview of the Affirmative Employment responsibilities. The Office of Diversity & Civil Rights staff shares responsibility to the various program activities in the SEP.

The Office of Diversity & Civil Rights staff received sufficient training in their areas of responsibility. During the past fiscal year, employees attended training session in basic and advanced counseling skills and Alternate Dispute Resolution for EEO complaints.

The Region's performance system includes an element which rates manager's support of the Region's affirmative employment efforts.

The Office of Diversity & Civil Rights maintains control of its own operating budget. Funds are provided for EEO staff training, special emphasis program, traveling expense for providing training to managers, supervisor, and employees, and program development. An analysis of the operating budget reveals that the budget is sufficient to meet the needs of the office.

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## ELEMENT 2 - WORK FORCE

Region 6 is an eight state region consisting of Colorado, Montana, North Dakota, South Dakota, Wyoming, Nebraska, Utah, and Kansas. The headquarters is located in Lakewood, Colorado. At the beginning of the fiscal year, the work force consisted of 930 permanent employees and 305 temporary employees, for a total of 1,235 employees. The representation of permanent employees consists of White males (55.48%), White females (32.15%), Black males (0.54%), Black females (0.43%), Hispanic males (3.12%), Hispanic females (2.37%), Asian and Pacific Islander males (0.22%), Asian and Pacific Islander females (0.32%), Native American/Alaskan Native males (4.09%), and Native American/Alaskan Native females (1.29%).

An analysis of the Region's work force by PATCOB category:

### PATCOB ANALYSIS

For the PATCOB comparison, the Region utilized EEOC Form 569 for comparison to the 1990 National Civilian Labor Force (CLF) Data. The chart followed (EEOC Form 569) shows the Region 6 work force distributed by PATCOB, EEO groups, and compared to the CLF.

In the Professional category Hispanic males and Native American/Alaskan Native males and females are at parity with the CLF. The greatest disparity in this category is Asian and Pacific Islander and Black males and females.

In the Administrative category, White females, Hispanic and Native American/Alaskan Native males and females are at parity with the CLF. The greatest disparity in this category is the Asian and Pacific Islander males.

In the Technical category, White and Hispanic females and Native American/Alaskan Native males and females are at parity with the CLF. The greatest disparity in this category is the Black and Asian and Pacific Islander males.

In the Clerical category, White, Hispanic and Native American/Alaskan Native females are at parity with the CLF. The greatest disparity in this category is Black males and females, Hispanic males, Asian and Pacific Islander males and females, and Native American/Alaskan Native males.

In the Other category, White females, Hispanic, and Native American/Alaskan Native males and females are at parity with the CLF. The greatest disparity in this category is Black males and females and Asian and Pacific Islander females.

In the Blue Collar category, Native American/Alaskan Native males are at parity with the CLF. The greatest disparity in this category is Black males and females, Hispanic females, Asian and Pacific Islander males and females, and Native American/Alaskan Native females.

An analysis of specific occupational groups within the PATCOB has been conducted to more accurately determine the needs for underrepresented categories.

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**Distribution of EEO Groups and Comparison by PATCOB**

Occupational Category	Total Number Percentage	White		Black		Hispanic		AA/PI		Am Ind/AN	
		M	F	M	F	M	F	M	F	M	F
<b>Professional</b>	<b>466</b>	<b>315</b>	<b>105</b>	<b>3</b>	<b>1</b>	<b>16</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>18</b>	<b>3</b>
Agency Number											
Agency Percent	100%	67.60	22.53	0.64	0.21	3.43	0.86	0.21	0	3.86	0.64
1990 CLF%	100%	54.70	30.30	2.40	3.20	2.10	1.40	3.50	1.90	0.20	0.20
<b>Administrative</b>	<b>147</b>	<b>50</b>	<b>65</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>11</b>	<b>3</b>
Agency Number											
Agency Percent	100%	34.01	44.22	0.68	1.36	3.40	5.44	0	1.36	7.48	2.04
1990 CLF%	100%	42.10	40.40	3.60	5.30	2.60	2.60	1.40	1.40	0.30	0.30
<b>Technical</b>	<b>177</b>	<b>72</b>	<b>87</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>
Agency Number											
Agency Percent	100%	40.68	49.15	0	0.56	1.69	3.95	0	0.56	1.69	1.69
1990 CLF%	100%	36.10	42.90	3.60	6.60	3.20	3.40	1.90	1.60	0.40	0.40
<b>Clerical</b>	<b>34</b>	<b>1</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Agency Number											
Agency Percent	100%	2.94	85.29	0	0	0	5.88	0	0	0	5.88
1990 CLF%	100%	4.00	63.40	2.80	9.60	1.70	5.20	0.80	1.90	0.10	0.50
<b>Other</b>	<b>21</b>	<b>3</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>
Agency Number											
Agency Percent	100%	14.29	57.14	4.76	0	0	4.76	4.76	0	9.52	4.76
1990 CLF%	100%	57.60	11.20	9.70	3.20	4.80	1.00	1.20	0.30	0.90	0.20
<b>Blue Collar</b>	<b>85</b>	<b>75</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
Agency Number											
Agency Percent	100%	88.24	1.18	0	0	5.88	0	0	0	4.71	0
1990 CLF%	100%	65.40	9.80	9.10	2.20	8.70	1.50	1.70	0.50	0.80	0.20
<b>TOTAL</b>	<b>930</b>	<b>516</b>	<b>299</b>	<b>5</b>	<b>4</b>	<b>29</b>	<b>22</b>	<b>2</b>	<b>3</b>	<b>38</b>	<b>12</b>
Agency Number											
Agency Percent	100%	55.48	32.15	0.54	0.43	3.12	2.37	0.22	0.32	4.09	1.29
1990 CLF%	100%	45.70	35.30	4.90	5.40	4.80	3.30	1.50	1.30	0.30	0.30

EEOC FORM 569 (8/87)

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#### Grade Grouping Analysis

The following seven charts illustrates the distribution of EEO Groups by PATCOB and as a workforce.

As a whole in the mid-level positions (GS 9-12), Black, Hispanic, and Native American/Alaskan Native males were represented at a higher rate than their onboard representation. The greatest disparity in the mid-level positions is Asian and Pacific Islander males.

As a whole in the upper-level position (GS-13-15), Black males, Asian and Pacific Islander males and females, and Native American/Alaskan Native males were represented at a higher rate than their onboard representation. The greatest disparity in the upper-level positions are Black and Native American/Alaskan Native females.

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**Region 6 as of 09/30/2001**  
**Distribution of EEO Groups in Professional Positions**  
**GS - Grade Level Groupings**

Grade Level	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		M	F	M	F	M	F	M	F	M	F
1 - 4	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of GS 1-4	0	0	0	0	0	0	0	0	0	0
5 - 8	<b>21</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
	% of GS 5-8	71.43	23.81	0	0	0	0	0	0	0	4.76
9 - 12	<b>316</b>	<b>203</b>	<b>78</b>	<b>1</b>	<b>2</b>	<b>13</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>2</b>
	% of GS 9-12	64.24	24.68	0.32	0.63	4.11	0.63	0	0	4.75	0.63
13 - 15	<b>128</b>	<b>96</b>	<b>22</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>
	% of GS 13 - 15	75.00	17.19	1.56	0	2.34	0.78	0.78	0	2.34	0
Total Professional	<b>*465</b>	<b>314</b>	<b>105</b>	<b>3</b>	<b>2</b>	<b>16</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>18</b>	<b>3</b>
	% of Total	67.53	22.58	0.65	0.43	3.44	0.65	0.22	0	3.87	0.65

\*Plus one SES employee (White male), Professional total equals 466 employees

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**Region 6 as of 09/30/2001**  
**Distribution of EEO Groups in Administrative Positions**  
**GS - Grade Level Groupings**

Grade Level	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		M	F	M	F	M	F	M	F	M	F
1 - 4	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of GS 1-4	0	0	0	0	0	0	0	0	0	0
5 - 8	<b>10</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	% of GS 5-8	50.00	30.00	0	0	10.00	0	0	0	10.00	0
9 - 12	<b>103</b>	<b>33</b>	<b>47</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>3</b>
	% of GS 9-12	32.04	45.63	0.97	1.94	2.91	7.77	0	0.97	4.85	2.91
13 - 15	<b>34</b>	<b>13</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>
	% of GS 13 - 15	38.24	44.12	0	0	2.94	0	0	2.94	11.76	0
Total Administrative	<b>147</b>	<b>51</b>	<b>65</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>10</b>	<b>3</b>
	% of Total	34.69	44.22	0.68	1.36	3.40	5.44	0	1.36	6.80	2.04

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**Region 6 as of 09/30/2001**  
**Distribution of EEO Groups in Technical Positions**  
**GS - Grade Level Groupings**

Grade Level	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		M	F	M	F	M	F	M	F	M	F
1 - 4	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of GS 1-4	33.33	66.67	0	0	0	0	0	0	0	0
5 - 8	<b>167</b>	<b>67</b>	<b>83</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
	% of GS 5-8	40.12	49.70	0	0.60	1.80	4.19	0	0.60	1.20	1.80
9 - 12	<b>7</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	% of GS 9-12	57.14	28.57	0	0	0	0	0	0	14.29	0
13 - 15	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of GS 13 - 15	0	0	0	0	0	0	0	0	0	0
Total Technical	<b>177</b>	<b>72</b>	<b>87</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>
	% of Total	40.68	49.15	0	0.56	1.69	3.95	0	0.56	1.69	1.69

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**Region 6 as of 09/30/2001**  
**Distribution of EEO Groups in Clerical Positions**  
**GS - Grade Level Groupings**

Grade Level	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		M	F	M	F	M	F	M	F	M	F
1 - 4	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
	% of GS 1-4	0	66.67	0	0	0	0	0	0	0	33.33
5 - 8	<b>30</b>	<b>1</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
	% of GS 5-8	3.33	86.67	0	0	0	6.67	0	0	0	3.33
9 - 12	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of GS 9-12	0	100	0	0	0	0	0	0	0	0
13 - 15	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of GS 13 - 15	0	0	0	0	0	0	0	0	0	0
Total Clerical	<b>34</b>	<b>1</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
	% of Total	2.94	85.29	0	0	0	5.88	0	0	0	5.88



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**Region 6 as of 09/30/2001**  
**Distribution of EEO Groups in Other Positions**  
**GS - Grade Level Groupings**

Grade Level	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		M	F	M	F	M	F	M	F	M	F
1 - 4	7	1	2	1	0	0	1	0	0	2	0
	% of GS 1-4	14.29	28.57	14.29	0	0	14.29	0	0	28.57	0
5 - 8	14	2	10	0	0	0	0	1	0	1	0
	% of GS 5-8	14.29	71.43	0	0	0	0	7.14	0	7.14	0
9 - 12	0	0	0	0	0	0	0	0	0	0	0
	% of GS 9-12	0	0	0	0	0	0	0	0	0	0
13 - 15	0	0	0	0	0	0	0	0	0	0	0
	% of GS 13 - 15	0	0	0	0	0	0	0	0	0	0
Total Other	21	3	12	1	0	0	1	1	0	3	0
	% of Total	14.29	57.14	4.76	0	0	4.76	4.76	0	14.29	0

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**Region 6 as of 09/30/2001**  
**Distribution of EEO Groups in Blue Collar Positions**  
**Wage Grade Groupings**

Grade Level	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		M	F	M	F	M	F	M	F	M	F
1 - 4	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	% of GS 1-4	0	0	0	0	0	0	0	0	100	0
5 - 8	<b>65</b>	<b>57</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
	% of GS 5-8	87.69	1.54	0	0	6.15	0	0	0	4.62	0
9 - 12	<b>19</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of GS 9-12	94.74	0	0	0	5.26	0	0	0	0	0
13 - 15	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of GS 13 - 15	0	0	0	0	0	0	0	0	0	0
Total Blue Collar	<b>85</b>	<b>75</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
	% of Total	88.24	1.18	0	0	5.88	0	0	0	4.71	0

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**Region 6 as of 09/30/2001**  
**Distribution of EEO Groups in All PATCOB's**  
**GS - Grade Level Groupings**

Grade Level	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		M	F	M	F	M	F	M	F	M	F
1 - 4	<b>14</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>
	% of GS 1-4	14.29	42.86	0	7.14	0	7.14	0	0	21.43	7.14
5 - 8	<b>307</b>	<b>147</b>	<b>128</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>5</b>
	% of GS 5-8	47.88	41.69	0	0.33	2.61	2.93	0.33	0.33	2.28	1.63
9 - 12	<b>446</b>	<b>258</b>	<b>128</b>	<b>2</b>	<b>4</b>	<b>17</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>21</b>	<b>5</b>
	% of GS 9-12	57.85	28.70	0.45	0.90	3.81	2.24	0	0.22	4.71	1.12
13 - 15	<b>162</b>	<b>109</b>	<b>37</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>0</b>
	% of GS 13 - 15	67.28	22.84	1.23	0	2.47	0.62	0.62	0.62	4.32	0
SES	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	% of SES	100	0	0	0	0	0	0	0	0	0
Total All PATCOB's	<b>930</b>	<b>517</b>	<b>299</b>	<b>4</b>	<b>6</b>	<b>29</b>	<b>21</b>	<b>2</b>	<b>3</b>	<b>38</b>	<b>11</b>
	% of Total	55.59	32.15	0.43	0.65	3.12	2.26	0.22	0.32	4.09	1.18

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### Major Occupation Analysis

Region 6 has two major occupations (100 or more employees), the 401 series, General Biological Science and the 485 series, Wildlife Refuge Management. The 404 series, Biological Science Technician, 482 series, Fishery Biology, and 486 series, Wildlife Biology were also included as mission related occupations.

The following chart illustrates the Distribution of EEO Groups and Comparison with the Census Availability Data (CAD) for major occupations.

In the 401 series, Hispanic males and females and Native American/Alaskan Native males and females are at parity with the CLF. The greatest disparity in this category is Black males and Asian and Pacific Islander males and females.

In the 404 series, Native American/Alaskan Native males are at parity with the CLF. The greatest disparity in this category is Black males and females, Hispanic females and Asian and Pacific Islander males and females.

In the 482 series, Hispanic and Native American/Alaskan Native males are at parity with the CLF. The greatest disparity in this category is Black males and females, Hispanic females and Asian and Pacific Islander males and females.

In the 485 series, Hispanic and Native American/Alaskan Native males and females are at parity with the CLF. The greatest disparity in this category is Black and Asian and Pacific Islander males and females.

In the 486 series, Hispanic and Native American/Alaskan Native males are at parity with the CLF. The greatest disparity in this category is Black males and females, Hispanic females and Asian and Pacific Islander males and females.

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**Region 6 as of 09/30/2001**  
**Distribution of EEO Groups and**  
**Comparison for Major Occupations**

Series Name		TOTAL Number Percent	Women		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
			All	White	M	F	M	F	M	F	M	F
0401 General Biological Science	Agency #	<b>132</b>	<b>39</b>	<b>36</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>
	Agency %	100%	29.55	27.27	1.52	0	3.03	1.52	0	0	5.30	0.76
	Series CAD%	100%	41.70	34.70	1.80	2.00	1.80	1.30	3.90	3.40	0.20	0.10
0404 Biological Science Technician	Agency #	<b>64</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
	Agency %	100%	18.75	18.75	0	0	3.13	0	0	0	4.69	0
	Series CAD%	100%	42.70	33.50	4.10	3.50	5.20	3.30	2.30	2.10	0.40	0.20
0482 Fishery Biology	Agency #	<b>58</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
	Agency %	100%	10.34	10.34	0	0	5.17	0	0	0	6.90	0
	Series CAD%	100%	41.70	34.70	1.80	2.00	1.80	1.30	3.90	3.40	0.20	0.10
0485 Wildlife Refuge Management	Agency #	<b>128</b>	<b>19</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>
	Agency %	100%	14.84	12.50	0	0	4.69	0.78	0	0	3.13	1.56
	Series CAD%	100%	13.20	12.00	2.60	0.50	2.10	0.30	0.60	0.10	1.50	0.10
0486 Wildlife Biology	Agency#	<b>76</b>	<b>22</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>
	Agency %	100%	28.95	28.95	0	0	3.95	0	0	0	2.63	0
	Series CAD%	100%	41.70	34.70	1.80	2.00	1.80	1.30	3.90	3.40	0.20	0.10

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Comparison of Region 6's work force with the previous year's work force:

Region 6 had 930 permanent employees and 305 temporary employees at the end of FY 2001, for a total of 1,235 employees. Of the permanent employees, 35.57% were women (counting all races and national origins), 32.15% were non-minority women, 12.39% were minority (counting both men and women), and 55.48% were non-minority men.

The percentage of change in representation shown in the RNO breakout below illustrates a gain in Black females, Hispanic males, and Native American/Alaskan Native males and females. While the percentage of change displays a decrease in Black males, the actual number of Black males did not change. The RNO breakout below illustrates a percentage and numerical decrease in White females, Hispanic females, and Asian and Pacific Islander males and females.

Permanent Workforce	Total	White		Black		Hispanic		AA/PI		Am Ind/AN	
		M	F	M	F	M	F	M	F	M	F
2000 Workforce	900	490	296	5	3	27	26	3	5	35	10
	100%	54.44	32.89	0.56	0.33	3.0	2.89	0.33	0.56	3.89	1.11
2001 Workforce	930	516	299	5	4	29	22	2	3	38	12
	100%	55.48%	32.15 %	0.54%	0.43%	3.12%	2.37%	0.22%	0.32%	4.09%	1.29%
Numeric Change	30	26	3	0	1	2	-4	-1	-2	3	2
Percent Change		+1.04	-0.74	-0.02	+0.1	+0.12	-0.52	-0.11	-0.24	+0.2	0.18

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ELEMENT 3 - DISCRIMINATION COMPLAINTS

The Region processes only the pre-complaint stage of the EEO complaint process. For the formal stage, the Office of Diversity and Civil Rights (DCR) provides information, as provided by the Washington Office, Branch of DCR, to the Regional staff who have a need to know the status. That includes the Regional Director, Deputy Regional Director, other management officials, and/or the Human Resources Officer. The EEO counseling is conducted by two full-time EEO Specialists. The EEO Specialists have received the required 32 hours of EEO Counselor training and the eight hours per year of continuing EEO training. For FY 02, the Equal Opportunity Assistant is scheduled for Basic EEO Counselor Course for New Counselors and the EEO Specialists are scheduled for the EEO Counselor Refresher Course. One of the EEO Counselors is a trained mediator and is a member of the Denver Federal Executive Board (DFEB) Alternative Dispute Resolution (ADR) Consortium. That Consortium has been a source of mediators for those who have elected mediation in the pre-complaint stage.

A review was conducted by complaint activities FY 00 through FY 01. The number of pre-complaints were ten. Out of the ten pre-complaints, six were pre-complaints on non-selection. Three were on other workplace issues. All pre-complaints were processed in a timely manner and all applicable regulations were followed.

In general, the pre-complaints are resolved in the counseling stage or did not result in a formal complaint. In FY 00 there were five pre-complaints and two went formal. In FY 01 there were five pre-complaints and one went formal. Out of the three formal complaints filed there was one settlement agreement signed and two are on-going cases. All formal complaints issues filed were regarding non-selections and bases were sex (female, male), age, and/or reprisal.

Of the three FY 00 pre-complaints that did not go formal, two were on non-selections with a bases of race (white), sex (male), age, and/or disability. One of the non-selection pre-complaints was resolved by using mediation and the other did not file a formal complaint. The other pre-complaint issue was a denial of a reasonable accommodation and with a basis of disability and that was resolved by a resolution agreement.

In FY 01 four pre-complaints stayed in the informal stage. Three included issues of non-selection based on age. Two were resolved by using the ADR process with one pre-complainant signing a settlement agreement and the other pre-complainant did not pursue a formal complaint. The other non-selection pre-complaint did not file a formal complaint. The other pre-complaint was regarding classification concerns and was based on sex (female). That pre-complainant did not file a formal complaint.

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#### ELEMENT 4 - RECRUITMENT AND HIRING

The 400 series positions are the largest proportion of the workforce. A special emphasis is being placed on Asian and Pacific Islander and Black males and females in the 400 series. By focusing on the Region's two most underrepresented groups in the 400 series, we hope to make a significant impact in the workforce demographics.

Region 6 has made outreach a priority. A full-time Outreach and Recruiting Coordinator was appointed in the Human Resources Office.

Region 6 participates in many career fairs and conferences in the community in an effort to increase qualified minority and female applicants who meet organization needs. Last fiscal year, Region 6 representatives attended 14 job fairs, focusing on Natural Resources positions and hiring people with disabilities, cumulating over 74 staff hours.

Administrative Officers in Region 6 are provided with a statistical breakdown of the Region by the Occupational Series compared to the Civilian Labor Force on a quarterly basis.

Selecting supervisors in Region 6 are required to complete a Pre-Recruitment Checklist before announcing vacancies. The checklist requires to supervisor to discuss the Region's underrepresentation, local and national outreach, and potential restructuring of grades with the Human Resources Office.

In addition to Selecting officials outreach and recruitment efforts, the DCR office is responsible for weekly e-mail notification of job openings with the Region. Information is provided on how to apply for a government job, employment information, on-line applications, job descriptions, and general information for all federal jobs. Also included are the web site locations for FWS, USA jobs home page, jobs line, and TTY phone numbers, and student placement programs. The email list has 171 addresses, which include: college and universities, state labor offices, vocational rehabilitation center offices, other government agencies and military bases. Also the DCR office has developed an outreach database system for 235 different outreach sources that can be provided upon request to selecting officials.

#### ELEMENT 5 - EMPLOYEE DEVELOPMENT PROGRAMS

Managers and supervisors are responsible for determining job-related training needed by their employees and providing such training from resources available. There is a Training Office in the Human Resources Office. Training data is available from the Region's automated reporting system. Employees are responsible for participating in the training and assisting in development of training needs. An Individual Development Plan (IDP) is developed for employees during the performance appraisal process. The Region also encourages participation in Leadership programs throughout the organization. Career counseling is available in the Human Resources Office as a service to employees in Region 6. Managers and supervisors encourage employees who desire new opportunities during their performance appraisal to seek outside education opportunities. Training opportunities are available to employees at all grade levels in all occupational areas, without regard to minority status and sex. Training opportunities are announced Region-wide by the Human Resources Office and other appropriate sources, like the DOI Learning Center.



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#### ELEMENT 6 - PROMOTIONS

The promotion of Region 6 employees is governed by the Merit Promotion and Placement Policy. Each position is filled from among the best qualified applicants, whether by promotion, reassignment, transfer, appointment, or other appropriate means. Competitive procedures and recruitment methods are based solely on relative ability, knowledge, and skills after fair and open competition that assures all applicants receive equal opportunity while maintaining a cultural diverse workforce.

Promotional opportunities are being provided to all employees in the workforce through such programs as, the Upward Mobility Program, trainee positions, positions filled at grade levels below the established or anticipated grade.

Data on promotions being monitored. The data is being accumulated for each group, male and female, of the work force.

#### ELEMENT 7 - SEPARATIONS

A review of separations was conducted on the number of losses for all reasons on the previous fiscal year. There was a total of 48 separations. There were no involuntary separation including adverse and Reduction In Force (RIF) during the previous fiscal year.

Non adverse separations accounted for the majority of the Regions losses (30 losses). 60% of the losses were females which included 14 White, 2 Hispanic and 2 Asian and Pacific Islander females.

Retirement accounted for 17 losses in the Region. White males accounted for the majority of the losses. White females made up 29.41% of the losses.

#### ELEMENT 8 - PROGRAM EVALUATION

In an effort to enhance the Special Emphasis Program (SEP) events, our SEP Committee evaluated our program and made recommendations to the Chief, Diversity & Civil Rights and the Regional Director. The recommendations of the SEP Committee were approved and the Region is planning an Annual Diversity Event, honoring all employees and their heritage/culture with guest speakers, cultural music, and ethnic food sampling.

The Chief, Diversity & Civil Rights position is currently vacant. The DCR Staff have been fulfilling the responsibilities and workload of that position.

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PROBLEM/BARRIER IDENTIFICATION

*PROVIDE A NARRATIVE DESCRIBING THE PROBLEMS/BARRIERS IDENTIFIED:*

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Element 1 - Organization and Resources

The Chief Diversity & Civil Rights position is vacant.

Element 2 - Workforce

Minorities and females remain underrepresented in Professional, Administrative, Technical, and Clerical aggregates.

Element 4 - Recruitment and Hiring

It is unclear if our past recruitment efforts are yielding a sufficient number of minority and female applicants. In addition, we need to ascertain how many minority and female applicants are being referred to selecting officials and at what ratio are they being selected.

Element 5 - Employee Development Programs

Data does not exist to identify career development and retention needs.

Element 7 - Separations

Data is not available to ascertain trends in employee separations.

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REPORT OF OBJECTIVES AND ACTION ITEMS

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PROGRAM ELEMENT:	ORGANIZATION AND RESOURCES
PROBLEM/BARRIER STATEMENT:	The Chief Diversity & Civil Right position is vacant.
OBJECTIVE:	To recruit and select a Chief Diversity & Civil Rights.
RESPONSIBLE OFFICIAL:	HR Officer
TARGET DATE:	July 30, 2002

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ACTION ITEMS:	RESPONSIBLE OFFICIAL(s)	TARGET DATE
Announce position and develop list of eligibles.	HR Officer	May 30, 2002
Interview and make selection.	HR Officer	June 15, 2002
Establish performance standards for Chief Diversity & Civil Rights.	HR Officer	July 30, 2002

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT:	WORKFORCE
PROBLEM/BARRIER STATEMENT:	Minorities and females remain underrepresented in the Professional, Administrative, Technical, and Clerical aggregates.
OBJECTIVE:	Increase minority and female representation in the Professional, Administrative, Technical, and Clerical categories.
RESPONSIBLE OFFICIAL:	HR Officer, Chief DCR
TARGET DATE:	September 30, 2004

ACTION ITEMS:	RESPONSIBLE OFFICIAL(s)	TARGET DATE
Hire seven new SCEP students in the current Fiscal Year, placing special emphasis on women and minority students in the 499 Biological Series.	HR Officer, SCEP Coordinator	September 30, 2002
On a quarterly basis, the Chief DCR shall meet with the Regional Director and/or Deputy Director to review progress in improving the underrepresentation.	Chief DCR	July 31, 2002 October 31, 2002 January 31, 2003 April 30, 2003 July 31, 2003 October 31, 2003 January 1, 2004 April 30, 2004 July 31, 2004 October 31, 2004

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<b>PROGRAM ELEMENT:</b>	RECRUITMENT AND HIRING	
<b>PROBLEM/BARRIER STATEMENT:</b>	It is unclear if our past recruitment efforts are yielding a sufficient number of minority and female applicants. In addition, we need to ascertain how many minority and female applicants are being referred to selecting officials and at what ratio are they being selected.	
<b>OBJECTIVE:</b>	Increase recruitment efforts to target a pool of diverse applicants, with a special emphasis on Asians and Blacks in the 400 series.	
<b>RESPONSIBLE OFFICIAL:</b>	HR Officer and Chief DCR	
<b>TARGET DATE:</b>	September 30, 2002	
<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL(s)</b>	<b>TARGET DATE</b>
Work with and designate an active member in the DOI Diversity Coalition West. This is an ad hoc coalition of the various natural resources agencies with the DOI in the greater metropolitan Denver area. The function of the coalition is to coordinate on diversity and workforce initiatives including: career education, outreach, recruitment, and retention.	Chief DCR	May 30, 2002
Initiate a dialogue with the Organization of Chinese Americans. To include participation in the upcoming National convention being held in Salt Lake City, Utah, July 25-28, 2002.	HR Officer and Chief DCR	May 30, 2002 July 25-28, 2002

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT:	RECRUITMENT AND HIRING	
PROBLEM/BARRIER STATEMENT:	It is unclear if our past recruitment efforts are yielding a sufficient number of minority and female applicants. In addition, we need to ascertain how many minority and female applicants are being referred to selecting officials and at what ratio are they being selected.	
OBJECTIVE:	Review the recruitment and hiring process.	
RESPONSIBLE OFFICIAL:	HR Officer, Chief DCR, and Management Officials	
TARGET DATE:	September 30, 2002	
ACTION ITEMS:	RESPONSIBLE OFFICIAL(s)	TARGET DATE
Evaluate the current system for tracking minority and female applicants. Expand the current system, if possible, or if not develop a system to incorporate percentages of minority and female applicants that are being referred to the selecting official and at what ratio they are being selected.	HR Officer and Chief DCR	September 30, 2002
Review the pre-recruitment and post-recruitment checklists and consider the development of a staffing plan with larger program area that includes consideration of under representation in recruitment and filling of positions.	HR Officer and Chief DCR	September 30, 2002
Update DCR outreach e-mail list and ensure that Black and Asian students and advocacy organizations are being targeted.	Chief DCR	September 30, 2002
Update DCR outreach database and communicate to managers and supervisors that the outreach tool is available.	Chief DCR	September 30, 2002

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
MULTI-YEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN  
FOR FY 2002 - FY 2004

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT:	EMPLOYEE DEVELOPMENT PROGRAMS
PROBLEM/BARRIER STATEMENT:	Data does not exists to identify career development and retention needs.
OBJECTIVE:	Identify and implement strategies to address the career development and retention needs of women and minorities, particularly minority women, with a renewed emphasis on career counseling and mentoring programs.
RESPONSIBLE OFFICIAL:	HR Officer, Chief DCR
TARGET DATE:	September 30, 2003

ACTION ITEMS:	RESPONSIBLE OFFICIAL(s)	TARGET DATE
Explore options of tracking employees leaving the Region. Including follow up with the employee.	HR Officer, Chief DCR	September 30, 2002
Work with and designate an active member in the DOI Diversity Coalition West. This is an ad hoc coalition of the various natural resources agencies with the DOI in the greater metropolitan Denver area. The function of the coalition is to coordinate on diversity and workforce initiatives including: career education, outreach, recruitment, and retention.	Chief DCR	May 30, 2002
Incorporate career development of employees in the Human Capital Scorecard.	HR Officer	September 30, 2002
Explore options of starting a mentoring program in the Region including the appointment of a mentoring and career development coordinator.	HR Officer	September 30, 2003

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT:	SEPARATIONS
PROBLEM/BARRIER STATEMENT:	Data is not available to ascertain trends in employee separations.
OBJECTIVE:	Place a new emphasis on reviewing employee exit surveys.
RESPONSIBLE OFFICIAL:	HR Officer
TARGET DATE:	September 30, 2003

ACTION ITEMS:	RESPONSIBLE OFFICIAL(s)	TARGET DATE
Review exit surveys from employees who leave the Region for all losses. Compile statistical data for analysis.	HR Officer	September 30, 2003